

# **2012 King Conservation District Grant Program for Seattle Guidelines for Applicants**

**August 31, 2012**

## **Overview of the King Conservation District Grant Program in Seattle**

The King Conservation District Member Jurisdiction grant program supports natural resource improvement and stewardship projects in partnership with member jurisdictions, including the City of Seattle. The King Conservation District (KCD) manages the grant program including the application, awards, and grant management. As part of the process, the City of Seattle makes a recommendation to the KCD about which projects should be funded within the city limits of Seattle. The Seattle Public Utilities Director's Office (SPU) manages the solicitation, review and recommendation process for funding that will be spent within the city limits. SPU can also help potential sponsors with the application process as appropriate. The City of Seattle, including SPU does not make the final award decisions or manage the grant contracts. Examples of past funded projects are on the KCD website: [http://www.kingcd.org/pro\\_gra.htm](http://www.kingcd.org/pro_gra.htm)

## **2012 KCD Grant Program Priorities and Funds Available for Seattle**

For 2012, the KCD grant program focuses on natural resource improvement actions to address education and outreach related to:

- Natural resource stewardship,
- Capacity building to implement best management practices and deliver on-the-ground results,
- Pilot and demonstration projects for natural resource management, and
- Direct improvement of natural resource conditions.

The King Conservation District (KCD) Strategic Plan describes their focus on protecting water quality and quantity, promoting economically viable agriculture, protecting and enhancing wildlife habitat and open spaces, and encouraging behavior changes in King County residents.

<http://www.kingcd.org/pdf/King%20CD%202011%20-%202015%20Strategic%20Plan.pdf>

The 2012 allocation of funds to be spent within the Seattle city limits is \$733,425.

## 2012 Application, Timeline and Review Process for Seattle

### **2012 Application:**

- The 2012 application and guidelines are on the KCD website:  
[http://www.kingcd.org/pro\\_gra.htm](http://www.kingcd.org/pro_gra.htm)
- Selected highlights from the KCD application:
  - Government agencies, tribes and non-governmental agencies (NGOs) are welcome to apply
  - Match is encouraged, but not required.
  - Projects must be for a discrete activity, not ongoing expenses.
  - Proposals from Tribes or NGOs are limited to a maximum of \$50,000 per application, and total awards in a calendar year are limited to a maximum of \$150,000.
  - Funding will be awarded in December 2012. The money can be spent in 2013 and beyond.
  - Grants are on a reimbursement basis, not awarded in advance of the work. This is a change from prior years.
- Seattle specific guidelines:
  - Prospective applicants in Seattle are requested to contact Martha Neuman at SPU to review ideas in advance of writing the proposal: 206-733-3970 and [martha.neuman@seattle.gov](mailto:martha.neuman@seattle.gov)
  - Grant requests should be for \$10,000 minimum. If prospective applicants have ideas under \$10,000, please discuss with SPU.
  - Examples of projects in Seattle include, but are not limited to:
    - Creek, wetland, lake, river and Puget Sound shoreline improvement to water and sediment quality, stream flow and habitat for public health and aquatic life,
    - Site stewardship

- Site and project monitoring,
  - Studies and inventories that lead to projects,
  - Stewardship and educational activities that encourage behavior change to protect and improve habitat, streamflow, water and sediment quality, and other conservation efforts.
- Projects can be on public or private lands. Projects on private land are encouraged as this is one of the few grant sources for such work.
  - Applicants are encouraged to submit projects that help implement the City's Race and Social Justice Initiative, as appropriate. This direction includes identifying projects in and with historically underserved communities.
  - Applicants should address the Seattle specific suggestions for each question in the KCD application. The KCD application questions and Seattle-specific questions are shown below.
  - **Submit applications via email by October 5, 8:00 a.m. to: Martha Neuman: [martha.neuman@seattle.gov](mailto:martha.neuman@seattle.gov)**

## 2012 Key Dates

October 5, 8:00 a.m.:	Proposals due to SPU (use KCD form)
October 5-29:	Proposals scored and recommendation developed
November 5:	SPU submits proposals and recommendation to KCD
November 13:	KCD grant sub-committee begins review of Seattle proposals
December 10:	KCD goal for making final award decisions
January-Feb 2013:	KCD contracting process per KCD guidelines

## 2012 Seattle Review Process

Seattle applications will be scored using the following criteria:

### **Proposal Scoring Criteria**

#### **Project Clarity (15 points)**

*(KCD application question 1)*

- Project description is clear
- Project has well-defined goals and outcomes
- Actions are tied to the outcomes
- Neighborhood information is included

#### **Implements KCD natural resource improvement goals and activities (30 points)**

*(KCD application question 2)*

- Proposal meets one or more of the KCD action areas
- Proposal is an appropriate solution to the problem
- If appropriate, documentation of project priority is an existing plan or organization is included.
- Scientific basis for the project is included for restoration projects and other projects if available
- Extensiveness of project benefits

#### **Project Feasibility (20 points)**

*(KCD application questions 3, 4, 5, and 7)*

- Project is implementable (e.g., permissions are obtained)
- Project has a timeline
- Evaluation plan is well-defined
- Applicant has the resources, knowledge, skills and experience to successfully complete the project.
- Partnership are in place for implementation, if appropriate
- Long-term maintenance of site restoration projects is included

#### **Budget (20 points)**

*(KCD application question 8)*

- Proposed budget is realistic and reasonable for the scope of work
- Budget includes match or project leverages other activities

#### **Community Benefits (15 points)**

*(KCD application questions 6 and 9)*

- Project leverages, builds on or complements other related activities
- If appropriate, community and/or landowner support for the project is documented
- Project improves or addresses underserved populations, communities, or geographic areas
- KCD acknowledgement is included

## 2012 KCD Application Question with Seattle-specific guidance

The KCD grant application includes the following questions. Be sure to follow the application instructions for each question ([http://www.kingcd.org/pro\\_gra.htm](http://www.kingcd.org/pro_gra.htm)). In addition, for projects in Seattle, additional information is requested as summarized below.

### **KCD Application Question with Seattle Guidance information included**

#### **1. Project Description**

*Projects in Seattle should be sure to include or address:*

- A clear and concise project description including desired outcome
- Identification of what established priority or initiative is address, if appropriate
- Include the neighborhood(s) within the city:(<http://www.seattle.gov/neighborhoods/districts/>):
  - Citywide
  - North Region
    - North
    - Northeast
    - Northwest
    - Ballard
  - Central Region
    - Central
    - East
    - Lake Union
    - Downtown
    - Magnolia/Queen Anne
  - South Region
    - Southeast
    - Greater Duwamish
    - Delridge
    - Southwest

#### **2. Natural Resource Improvement Actions**

- Education and Outreach
- Capacity Building
- Pilot and Demonstration Projects
- Direct Improvement of Natural Resource Conditions

*Projects in Seattle should be sure to include or address:*

- Describe the result/outcome the project is trying to achieve
- List or describe supported scientific basis
- Include project priority information from a watershed plan, salmon recovery plan, city initiative or organization or other plan, if available
- Identify if the project builds on existing efforts or is a new project

**KCD Application Question with Seattle Guidance information included**

**3. Project Activities and Measurable Results**

*Projects in Seattle should be sure to include or address:*

- Deliverables and milestones should be clear
- For education and outreach projects, include approximately how many people will be reached.

**4. Effectiveness**

*Projects in Seattle should also be sure to include or address:*

- If proposal is for planning or pre-project monitoring, identify how work will lead to an on-the-ground result or project.
- Extensiveness of the effort (e.g., Is this an isolated project or connected to a broader effort)
- For outreach projects: How the proposed methods are the best suited for the intended audience.
- Include your organization experience and relationship in working in/with the community where the project is located or whom the project serves.
- If located on private property, include landowner support letter.

**5. Efficiency**

*Projects in Seattle should be sure to include or address:*

- Identify how the project complements and/or leverage other city or community efforts
- Identify if the project addresses a timely opportunity

**6. Equity**

*Projects in Seattle should also be sure to include or address:*

- If/how the project intends to serve historically underserved populations or communities
- Demonstrate how outreach and engagement with these underserved communities will occur
- Demonstrate what level of planning and decision-making will occur with these underserved communities
- Address how involvement with these underserved communities helps to address historical inequities and environmental injustices as they relate to your proposal

**7. Evaluation of Intended Results**

*Projects in Seattle should be sure to include or address:*

- No additional information is requested

**8. Project Budget and Expenses**

*Projects in Seattle should be sure to include or address:*

- Matching contributions are encouraged

**9. KCD acknowledgement**

*Projects in Seattle should be sure to include or address:*

- No additional information is requested